SUBJECT: The July 2000 Automated Directives System (ADS) Notice

All written guidance related to Agency-wide operating procedures
is produced and disseminated through the ADS. This includes the
reengineered ADS chapters, currently active portions of the old
Handbooks, Agency policies, contract information bulletins,
Agency Policy notices, and all delegations of authority.

This monthly notice is divided into three sections:

Section I: This section lists the policy notices that are
                  not included on ADS CD 18, but are posted to
                  the ADS web site. Policy notices are posted to
                  the ADS web site 3 to 10 business days after
                  they are issued.

Section II: This section pertains to ADS tips.

Section III: This section describes the ADS and provides
                  instructions for accessing the ADS CD. It is a
                  repeat from the prior month's notice.

                        SECTION I

Policy Notices Since ADS Compact Disk (CD) 18

All Agency personnel have access to USAID/General Policy Notices
and should read and assimilate the new policies. The notices are
distributed each evening from the Notice Sender mailbox to
everyone in USAID/W and to specific mailboxes within the
Missions.

A number of USAID/General Policy Notices have been issued since
the release of ADS CD 18.

Please note:

*   ADS CD 18 non PDF files are accessible to ALL USAID/W
employees via the Local Area Network (LAN). ADS 18
CDs were mailed to the Missions May 18, 2000. If you
are in USAID/W and unable to locate ADS CD 18, please
contact the IRM Help Desk for assistance.

*   ADS CD 18 material and Policy Notices are also
accessible via the ADS web site.

        ADS intranet: < http://inside.usaid.gov/ADS >
        *ADS Internet: < http://www.info.usaid.gov/pubs/ads >

*Please note: This address will change on 07/07/2000 to
http://www.usaid.gov/pubs/ads.

Policy Notices not included on ADS CD 18 but posted to the ADS Web site:

NOTICE Name/No.	DATE	SUBJECT

JUNE 2000

NOTICE Name/No.	DATE	SUBJECT
0658,0658a-g	06/29/2000	ADS 545, Automated Information Systems Security
0657-0657a	06/29/2000	Issuance of AIDAR Circular 00-1, "Contractor Performance Evaluation", to be included in ADS 302, Mandatory Reference, AIDAR
0650	06/27/2000	Guidance on Program Focus Within Basic Education
0642	06/22/2000	ADS Chapter 621 - Obligations
0621	06/15/2000	Reimbursement for Professional Liability Insurance (Revised ADS 537)
0615	06/13/2000	Guidance on the Definition and Use of the Child Survival and Disease Programs Fund
0603	06/06/2000	ADS 541.5.2 Update - Personal Use of Information Management (IM) Resources

MAY 2000

NOTICE Name/No.	DATE	SUBJECT
0536	05/26/2000	CORRECTION - The Foreign Service Skills Matrix
0535	05/25/2000	Clarification on the USAID Implementation of Use of the Government Travel Card for All Official Travel
0534	05/24/2000	Revision to ADS 463 - Foreign Service Boards
0531	05/22/2000	New 25-Day Maximum Home Leave Policy for Home Leave/Transfer to USAID/W
0523	05/19/2000	ADS Chapter 631, Accrued Expenditures
0521	05/19/2000	Revision to ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations
0519	05/17/2000	Issuance of Chapter 628, Gifts and Donations and Dollar Trust Fund Management
0509	05/08/2000	CORRECTION - Revised ADS 253, Training for Development, and Mandatory Reference, Detailed Guide for Training Results
0507	05/05/2000	CORRECTION - Guidance on Funding Foreign Government Delegations to International Conferences

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0504        05/04/2000      Guidance on Funding Foreign
                            Government Delegations to
                            International Conferences


APRIL 2000

0427        04/24/2000      ADS 253: Training for Development
                            Impact
0420        04/13/2000      ADS 545, Automated Information
                            Systems Security
0407        04/06/2000      ADS 552, Classified Automated
                            Information Systems Security


Electronic Copies:

      *     Policy notices may also be obtained by sending an
e-mail to < Notice Mailbox@M.AS.IRD@AIDW >.

      *     CIBs issued since ADS CD 18 are found on the M/OP web
page: < www.info.usaid.gov/procurement_bus_opp/procurement/cib >

CIBs issued prior to ADS CD 18 are also available on the M/OP web
page. CIBs may also be obtained from M/OP/POL, (202) 712-0610.


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                         SECTION II
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Helpful TIPS about the ADS CD and ADS format

Each month we will include ADS content and/or ADS CD helpful
tips.  This month's tips pertain to the ADS CD 18 and the new ADS
format.

Q.1   ADS CD 18 has files both in a portable document format
      (PDF) and in text format.  Will the next ADS CD release be
      the same way?
A.1   No. ADS CD 19 will be 100 percent PDF.

Q.2   How do I read PDF files?
A.2   You can read PDF files with the Adobe Acrobat Reader.  So that
      you are able to read the files, the reader is included on
      the ADS CD.  The reader automatically opens when you click
      on a PDF ADS chapter or reference.

Q.3   I used to be able to find Agency policy and procedures
      within the .5 section of an ADS chapter.  Now that the
      format has changed, where can I find Agency policy and
      procedures within an ADS chapter?
A.3   The .3 section of the ADS chapters in the format now house that
      chapter's policies and procedures.

Q.4   I'm updating some ADS material.  Do I have to write it using
      Plain Language?
Q.4   Yes.  Every Agency has to adhere to the Presidential
      Memorandum directing agencies to use Plain Language when
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writing memos, letters, forms, and regulations. For more
        information about Plain Language, see
              < http://www.plainlanguage.gov >

                        Section III

What is the ADS?

The ADS sets forth the Agency's policies and essential
procedures, as well as mandatory and supplementary informational
references. It contains six functional series, interim policy
updates, valid AID Handbook chapters, a resource library, and a
glossary.

The functional series consist of ADS chapters that have been
written in a standardized format. The six functional series are
as follows:

        Series 100 Organization and Executive Management
        Series 200 USAID Program Assistance
        Series 300 Acquisition and Assistance Agreements
        Series 400 Personnel
        Series 500 Management Services
        Series 600 Budget and Finance

Other Sections of the ADS:

*   The Interim Updates are USAID/General Policy notices that
are not yet in the standardized format. Over time, the Interim
Updates will be incorporated into the appropriate ADS chapter.

*   The AID Handbook Series includes the few Handbook chapters
that are still valid, and serves as a cross reference between the
Handbooks and ADS chapters in the functional series.

*   The Resource Library contains the Mandatory and
Supplementary References. Mandatory References are the
Government's regulations and other material that the Agency must
follow. Supplementary References provide helpful information
pertaining to the Agency's policies and procedures.

*   The Glossary defines terms found in the Functional Series.

Updates: The ADS is updated quarterly via a CD. The latest
version of the ADS CD (formerly known as DR-CD) is 18.

How Do I Access the ADS CD?

The ADS in its entirety is located on the ADS CD. If you are in
USAID/Washington, please follow the steps listed below. If you
are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

       Step 1.   Click on the Windows "Start" Button
       Step 2.   Click on "NetApps"
       Step 3.   Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower.
       *Step 4. Click on "ADS"
       Step 5. Click on the "Run" button

*If you do not see the ADS CD listed, please click the "Search"
button located in the bottom left hand corner of the gray box
that appears on your screen. The system will then update your
list of CDs.

The gray box will disappear from the screen for a moment and then
the ADS CD will appear. If the ADS CD does not appear, please
close the CDNET program and repeat steps 1 through 3.
Components of the ADS may also be accessed via the intranet and
the Internet. These sites currently do not contain the valid
Handbook chapters, but a list of which Handbook chapters are
still valid is included on the ADS web site. Additionally, the
Internet (unlike the intranet) does not have Interim Updates for
Series 100 and 500.

USAID/General Policy Notices are placed on the web sites either
as Interim Updates or as a new or revised ADS chapter and/or
reference (replacing the old ADS material, if any), within 3 - 10
business days of their issuance. Therefore, the ADS web sites
will reflect policy updates sooner than the ADS CD. ADS material
may be obtained by accessing:

       1.   The ADS intranet home page is found by accessing the
               USAID intranet Home page, < http://inside.usaid.gov >

               (Please note, this is a new web address for the USAID
               intranet home page.)

               Then click once on the word "ADS" This link will take
               you to the USAID intranet home page
               < http://inside.usaid.gov/ADS >

       2.   The ADS Internet home page is found by accessing the
               USAID Internet Home page at:

               < http://www.info.usaid.gov/ >

               The reader must then (1) click once on the phrase
               "Publications/Partner Resources." (2)Next, scroll
               down to the "ADS: Automated Directives System -
               Formerly the USAID handbooks" link. (3)Click once on
               this link and it will take you to the ADS Internet
               Home page:
                       < http://www.info.usaid.gov/pubs/ads >

Please note: Effective 07/07/2000, the USAID Internet

address will change to < http://www.usaid.gov >. The new ADS
internet address will be < http://www.usaid.gov/pubs/ads >.

Policy Notices:

You may also request an electronic copy of a Policy notice by
sending an e-mail to < Notice Mailbox@M.AS.IRD@AIDW >.

Questions about the ADS? Please send an e-mail to
< ADS@M.AS.IRD@AIDW >.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or
you may send an e-mail to ADS@M.AS.IRD@AIDW.

Notice 0660